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Approved For Release 2001/08/30 : CIA-RDP61-00423A000100120002-6

Chief, Support Staff, Technical Services Staff

9 November 1959

Chief, OEM Staff, DD/P Area

Work Simplification and Manpower Study of TSS/LB

1. The Work Simplification and Manpower Study of your Logistics Branch, accomplished at your request, has been completed by the O & M Staff (DD/P Area). (There are 11 Recommendations contained in Attachment No. I.)

2. In the process of this study, interviews were made with all TSS/LB personnel; selected personnel in the Budget and Services and Secretariat and Records Branches; the Chiefs of the TSS Audio and Photographic Support Divisions; and with the Deputy Chief, Supply Division and the Chief, Field Support Branch, Supply Division, O/L. The interviews were conducted to ascertain the functional relationships of TSS/LB within TSS and the Office of Logistics.

3. Rather than requesting TSS/LB personnel to maintain a work count for a period of five to ten days, we elected to use FY 1959 transactions to establish the TSS/LB current manpower requirements. A count of FY 1960 transactions for the period 1 July through 9 October confirmed the acceptability of historical data for this purpose for the reason that FY 1960 transactions are occurring at about the same rate as they did in FY 1959.

4. Contained in the Tabs of this study are the data used to establish our recommendations and suggested memoranda, task lists, etc., for use in implementing these recommendations. Should you require additional data or desire further assistance in the implementation of any of the recommendations, please do not hesitate to call me on extension [REDACTED]

5. All of the members of your staff were most cooperative and helpful in the conduct of this study. We appreciate this opportunity of having worked with you and your staff.

Attachment:

Att. I & Tabs 1 - 13

Mgt, [REDACTED] (11/5/59)

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